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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Procurement and Supply

DATE: 9 January 1953

FROM : Acting Chief, Purchase Division

SUBJECT: Order-Invoice-Voucher Form

1. Following are comments and recommendations regarding proposed Order-Invoice-Voucher and procedures related thereto as requested in letter dated December 12, 1952, from Administrator, General Services Administration, to Director, Central Intelligence Agency returned herewith together with proposed regulations, vouchers and other documents attached thereto.

- a. General Comments: The format of the form is very good, except that the space provided for descriptions of articles or services is somewhat limited. However, the use of the continuation sheet would eliminate this drawback.

Proposed form offers several advantages over present purchase order form being used by this Agency. It would eliminate the necessity of preparing and attaching public voucher, SF 1034, to order, and it provides space for receiving and payment information. By expanding the use of the form to include purchases from Federal Supply Service warehouses, Government Printing Office, Dept. of Defense and other Government agencies, it could easily replace present purchase order form provided additional copies were authorized for internal administrative use.

- b. Recommendations: The mandatory restrictions regarding the number of parts be removed from proposed regulation.

Position of parts within the set, other than parts 1 and 2, be optional.

STATINTL

Attachments
PSO/PD/GDT:mm (9 Jan 1953)

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